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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 047

Job vacancy

May 4, 2009

OPEN TO: All Colombian Candidates

POSITION: DEVELOPMENT ASSISTANCE SPECIALIST
(0011855F2)

OPENING DATE: Monday, May 4, 2009 at 8:00 a.m. Bogotá Time

CLOSING DATE: Wednesday, May 20, 2009 at 4:00 Bogotá Time

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-10 Col. Ps. \$67,600,650.00-
Col. Ps.\$111,541,074.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. cover letter, essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante". The form may be requested via e-mail at: BogotaHRAApplicationForm@state.gov

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Calle 24 Bis No. 48 - 50
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Development Assistance Specialist for the Demobilization and Reintegration (DR) Unit.

BASIC FUNCTION OF POSITION

This position is located in the Demobilization and Reintegration (DR) Unit, USAID/Colombia, Bogota. The DR program constitutes a politically sensitive, programmatically complex and critically important component of the Mission portfolio. It supports the Government of Colombia's efforts to demobilize and reintegrate illegal armed groups back into the Colombian civil society and to facilitate reconciliation and the delivery of reparations to victims of the armed conflict. The program provides technical assistance, institutional strengthening and implementation support for: 1) effective legal processing and monitoring of ex-combatants, 2) verification of the DR process, 3) reintegration of ex-combatants, including children and 4) reconciliation and reparations to victims.

The primary purpose of this position is to serve as Activity Manager and Cognizant Technical Officer for three grants under the DR Strategic Objective Agreement (SOAG) totaling US \$1.8 million. The incumbent reports to the DR Unit Director and will provide professional level technical support for the advancement of private sector alliances to strengthen the DR process and achieve the Mission's DR Objective: Improved Environment for Demobilization and Reintegration. The incumbent will carry out a full range of advisory, technical and administrative oversight, reporting and strategic planning tasks. Additionally, the incumbent reviews grant proposals, travels to activity sites to observe and monitor implementation progress, discusses issues and assists in resolving problems, prepares a variety of activity

documents, reports and correspondence and will provide other related assistance as required.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Activity Management and Technical Support

As Activity Manager and CTO for the three Conflict Management and Mitigation (CMM) assistance awards managed by the Mission under DR Unit (IOM-Program to Promote Peace and Reconciliation in Violence-affected Communities in Colombia-\$600,000; CHF-PACIFICO: Peace and Reconciliation through Community Engagement-\$600,000 and WWF-Mitigate Land Conflict and Secure in Territory and Resource Rights in Rural Communities in Colombia- \$599,972. The incumbent provides technical and administrative oversight of the referenced AAs.

- 1.1. Monitors primary grantee's progress in achieving the objectives of the program descriptions of the two assistance awards referenced above. Reviews reports, work plans, budgets, expenditures and sub-grant proposals. Provides implementation guidance. Verifies that program activities conform to terms and conditions of the award. Monitors activities following the implementation stage.
- 1.2. Makes written recommendations to the Agreements Officer when changes to the program descriptions, technical provisions, and/or any other terms or conditions of the awards are necessary, along with a justification for the proposed action. Prepares Modified Acquisitions and Awards Document (MAARD). Meets with clearance officials to resolve any problems that arise with MAARD.
- 1.3. Responsible for any USAID substantial involvement specifically delegated to the CTO in the schedule of the award such as approval of key personnel, development of indicators and program targets.
- 1.4. Administers financial management responsibilities as outlined in CTO Designation Letter. Analyzes project expenditures and oversees the preparation of quarterly accruals and other financial or budget data. Reviews and monitors budgets for work plans. Receives and analyzes financial quarterly reports from the awardees. Contacts partners directly to clarify any questionable items. Maintains current information on how much has been obligated, how much expended, the pipeline and how much remains for each grant or project activity. Provides information to Front Office, Mission Management and Program Office when requested to do so.
- 1.5. Attends and participates in meetings, seminars, evaluations of program

activities. Meetings may be with the leaders of the private sector, businessmen, the National Technical Training Center, the Office of the Presidential Advisor on Reintegration, regional and local government authorities, the National Reparation and Reconciliation Commission and non-governmental organizations (NGOs). Follows up to ensure that assigned/agreed actions are carried out in the agreed timeframe.

- 1.6. Receives and reviews periodic reports to ensure that benchmarks and goals are being met. Provides guidance on USAID policies and procedures and answers questions of implementing partners. Follows the program through completion.
- 1.7. Attends CMM Office and DR Unit meetings, project committee meetings and other substantive meetings with grantees or contractors. Notes decision or commitments made and actions assigned; takes those actions which are within the scope of assigned duties.
- 1.8. Coordinates visits of VIPs to program areas. Prepares briefing documents for high-level visitors on status of program, including budget, funding projections, implementation, earmarks, etc.
- 1.9. Liaises with other USAID/C technical offices and offices (Controller, EXO, and Program Office) to ensure successful coordination and value-added to DR program results.

2. DR Office Technical Support

The incumbent provides technical advice and intern-institutional consultation to support the DR office in the advancement and follow-up activities for creating private sector alliances for DR activities.

- 2.1. Coordinates, monitors, evaluates and provides technical guidance for the development and implementation of strategies to promote private sector alliances that support DR activities.
- 2.2. Provides technical support and assessment of DR Unit's primary grantees' sub-grants for public-private sector alliances activities, especially as related to the sustainable reintegration of ex-combatants.
- 2.3. Advises the DR Unit Chief and USAID senior management on all aspects related to promotion and coordination of private sector alliances in support of DR. Develops important private sector contacts in coordination with USAID/Colombia Economic officers and DR Unit partners and meets with these contacts to exchange information and coordinate efforts.

- 2.4 In coordination with Program Office, CMM Office, DR Unit and partners, assist in development of definitive DR Framework indicators, measurement criteria, targets and performance monitoring plan.
- 2.5 Prepares statements of work (SOWs) for carrying out related studies and providing technical assistance. Prepares regular and ad-hoc reports, amendments to program descriptions and documents related to performance monitoring. Prepares input into the annual and quarterly reports, portfolio and activity reviews and monthly DR Unit meetings with Mission management. Participates in these and other USAID/Colombia internal reviews.

3. Other Duties

- 3.1. Performs other duties and tasks necessary for the achievement of results under the DR Unit, as directed by the DR Unit Chief.
- 3.2. Carries responsibility to understand and incorporate USAID five core values in all aspects of work: a) Customer focus, b) Results orientation, c) Empowerment and accountability, d) Teamwork and participation and e) Valuing diversity.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education:

A Bachelor's degree in International Relations, International Development, Public Administration, Business Administration, Economics or a related field is required.

b. Prior Work Experience:

From five to seven years of progressively responsible experience in development assistance or related work is required. Experience is required in the collection, analysis and presentation of information. Two years of experience in any aspect of program/project management, development and/or evaluation is required. Experience in the field of Conflict Management and Mitigation and/or Post-Conflict Development assistance is desirable.

c. Post Entry Training:

Participation in job-related seminars, workshops and development studies programs organized by USAID. CTO training, appropriate modules of the

Leadership and Program Operations Training Initiative such as Managing for Results, Organization and Operations, Team Skills, etc., or in other special areas related to duties when available. On-the-job training or local courses in Program Management is desirable.

d. Language Proficiency:

Level IV (fluent) English ability and equivalent in Spanish is required.

e. Knowledge:

Must have thorough knowledge of host country socio-economic conditions and an understanding of the Colombian conflict and related issues, such as, national and international human rights protocols and laws; reparations and reconciliation of conflict victims; demobilization and reintegration of armed groups and transitional justice. Demonstrated knowledge to analyze technical and financial proposals and to prepare reports accordingly.

f. Abilities and Skills:

Strong interpersonal skills. Must have the ability to establish and maintain contacts and collaborate, coordinate and consult with a broad range and level of counterparts, such as Embassy/Mission colleagues, GOC officials, public and private sector, NGO community, civil society and community-based organizations. Ability to understand, support and promote USAID's strategic and programmatic objectives and goals. Ability to plan, develop, manage and evaluate projects and activities. Must be able to communicate, both orally and in writing, fluently in both English and Spanish and to prepare and present effective briefings, presentations and reports on issues and activities pertaining to technical and programmatic expertise. Must be able to learn and execute USAID administrative and financial procedures and policies.

POSITION ELEMENTS

a. Supervision Received:

Work is performed under supervision of the Demobilization and Reintegration Unit Chief, a USDH Officer, who assigns work on a long-term basis and reviews work for conformance to policy and procedures.

b. Available Guidelines:

ADS Sections pertaining to project management, Mission Orders and other established USAID/Bogota administrative procedures and regulations.

c. Exercise of Judgment:

Sound professional judgment is required in advising USAID and Mission senior officers, GOC officials, other donors, NGOs and the public sector on program activity development and implementation procedures. Considerable judgment is required in identifying problems the implementing partner is having with the implementation of activities and in determining when to make recommendation for solution on the spot and when to report the problem, with recommendations, to the supervisor.

d. Authority to Make Commitments:

Within the context of the field of responsibility and with the approval of the direct supervisor may make technical commitments; and may initiate discussions that lead to financial commitments. No direct financial commitments of U.S. public funding are authorized.

e. Nature, Level and Purpose of Contacts:

Contacts are maintained with all levels of Mission personnel to advise and develop strategies for the Peace program and attendant activities. Outside contacts are with private sector leaders, mayors, other donors, NGOs, the Presidential Advisor for Reincorporation and appropriate level representative of implementing partners. Contacts are both formal and informal, to obtain and provide information. The purpose of contacts is to exchange information and formulate plans and strategies, to stay aware of other donors' programs and to analyze the performance of their activities in relation to this element of the DR Unit Objective. Contacts with implementing partners are for the purpose of providing guidance, assisting in resolving problems and evaluating implementation progress and performance.

f. Supervision Exercised:

Exercises the equivalent of supervisory control over the implementing partner's activities in their relations with Colombian entities; oversees and monitors their efforts to implement the design of project activities; reviews and evaluates the work produced.

g. Time Required to Perform Full Range of Duties:

One year.

SELECTION CRITERIA

20 points: Interpersonal skills: Ability to establish and maintain contacts and collaborate, coordinate and consult with a broad range and level of counterparts

(i.e., Embassy/Mission colleagues, GOC officials, public and private sector, NGOs, civil society and community-based organizations). Previous experience working with a wide range/level of counterparts on collaborative/coordinated efforts or activities.

35 points: Work and Organizational Skills: Ability to develop, plan, manage and evaluate development assistance; analyze complex information; prepare succinct, informative reports; and, organize and manage multiple tasks concurrently. Previous experience in planning, developing, managing and developing and working with program indicators, working with budgets, and institutional and financial regulations, policies and procedures.

25 points: Technical Knowledge: Demonstrated understanding of Colombian conflict and related issues such as national and international human rights protocols and policies, reparations and reconciliation of victims, demobilization and reintegration of armed groups and transitional justice. Previous experience with conflict management/mitigation and/or post-conflict development assistance.

15 points: Communication Skills (English & Spanish): Demonstrated effective oral and written communication in both English and Spanish. Previous experience in oral and written presentations and program reporting in both languages.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY WEDNESDAY, MAY 20, 2009 AT 4:00 P.M. BOGOTA TIME

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.

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